# Year End Processing – Closing Steps Template – Example

## General Ledger

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Open new year (OB52) Last bi-weekly payroll run | Close period 12 (OB52) 2nd working day of new year | Adjustments i.e. accruals(Departments/ Finance) | Open/Close- Make adjustments special periods (1 at a time) (OB52) (F-02) | General Ledger Carryforward (F.16) CAN RERUN | Change Posting Date on Parked Documents | Department rolls fund balance to fund level in appropriate funds | **Schedule Manager (SCMA)** |

## Special Purpose Ledger

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|---|---|---|---|---|
| Open new year (GCP1) Last bi-weekly payroll run | Close period 12 (GCP1) 2nd working day of new year | Open/Close- Make adjustments special periods (1 at a time) (OB52) (F-02) | Adjustments (Departments/ Finance) | Make adjustments in special periods 13-16 (F-02) |

## AP/AR

- Automatic/Manual Clearing
- Carry forward AP/AR balances (F-07)

## Funds Management

- Budget Load
- Open/Close- Make adjustments special periods (1 at a time) (FMIR) (F-02)
- Make sure carry forward for commitment items 50, 51 and 52 allowed for next year (SPRO)
- Select Commitment Items (50, 51, 52) TEST RUN (FMJ2)
- MM cleanup complete? Y/N
- Select and Carryfoward commitments items (50, 51, 52) (FMJ2)
- Carryforward Fund Balance (FMVT) CAN RERUN
- If it is determined at a later date to add budget from prior fiscal year, FMJA, FMJB and FMJC

## Budget Control System (BCS)

- Edit Versions as appropriate
- Define Derivation Strategy for Budget Addresses
- Define Settings for Budget Structure
- Budget Entry Derivation
- AVC Ledger Derivation
- Define and Assign Derivation Strategy for Control Objects
- Define and Assign Derivation Strategy for Tolerance Profiles
- Assign Funds to BCS (FMBOSTAT)
- Copy Budget and Posting Address (FMBSCPY)
- Create Preliminary Budget (FMCYLOAD)
- Validate Budget Load (FMKFR01)

## Asset Management

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Periodic Processing | Depreciation | Retirement | Maintain insurance index (OAV5) | Reconciliation ABST2 | Special Period Processing | Fiscal Year Change (AJRW) | Fiscal Year Close (AJAB) | Reconciliation ABST2 | Reference 1.5 Functional Spec Park PR Appendix I for additional tcodes |

## Materials Management

- Close previous period and open new period (MMPV) after 12p last day of month
- Clean up requisitions and purchase orders for carry forward
- Fiscal Inventory
- Allow or disallow posting to previous period (MMRV)

## Payroll

- Payroll Load
- W-2 Form generation (CALENDAR YEAR END)
- W-2c (Correction) Form generation (CALENDAR YEAR END)

## Controlling (including IO)

| | | | | |
|---|---|---|---|---|
| Open new year (OKP1) Last bi-weekly payroll run | Close period 12 (OKP2) 2nd working day of new year | Open/Close- Make adjustments special periods (1 at a time) (OKP1) (F-02) | Commitment Carried forward Controlling (KSCF and KOCF) | Budget Carried Forward (KOCO) – only if budgeting in CO/PS |

## Project Systems

- Commitment Carried forward Controlling (CJCF)
- Budget Carried Forward (CJCO) – only if budgeting in CO/PS

## Reports

- Reconciliation Procedure

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